

## **Using ECF Reports & Adobe Acrobat to Create an Excerpt of Record**

### **9<sup>th</sup> Circuit Appellate Rule 30-1.5 Format of Excerpts of Record**

The documents which comprise the excerpts of record need not be certified as true copies, but if possible the district court or agency's "filed" stamp should appear on each document.

The documents in the excerpts should be arranged by file date in chronological order with the document with the earliest file date on top. The document with the earliest file date should appear under the first tab or should be paginated beginning with page 1.

The trial court docket sheet should always be the last document in the excerpts.

The five (5) copies of the excerpts are to be reproduced on letter size light paper by any duplicating or copying process capable of producing a clear black image, and each copy must be securely bound on the left side and must have a tan cover styled as described in FRAP 32(a).

The excerpts must be either consecutively paginated beginning with page 1, or the documents marked with tabs corresponding to the tab number, if any, of the documents in the clerk's record. If tabs are used, the pages within the tabs must be consecutively paginated.

The excerpts must begin with an index organized chronologically describing the documents, exhibits and portions of the reporter's transcript contained therein, the location where the documents and exhibits may be found in the district court record, and the page where the documents, exhibits or transcript portions may be found in the excerpts.

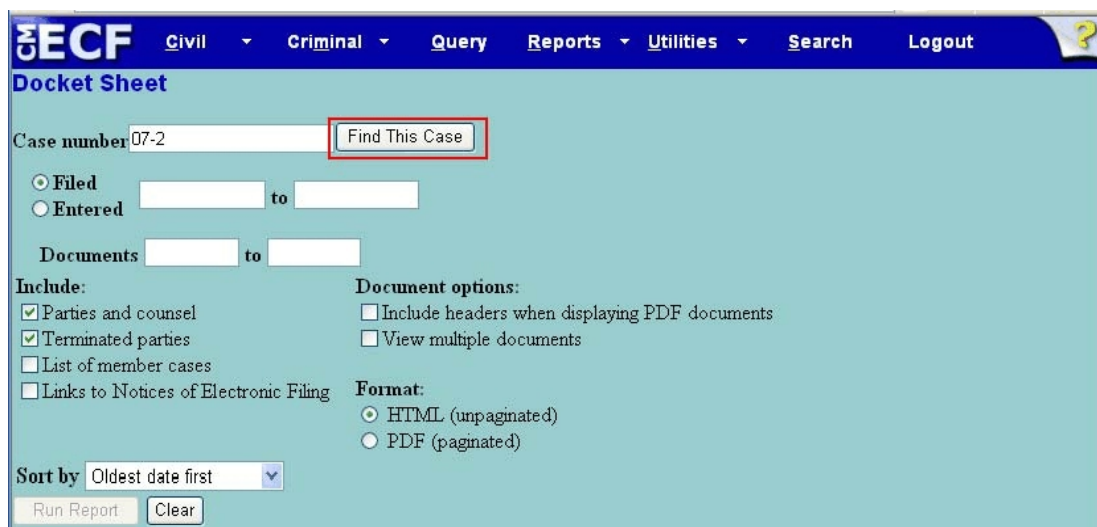
The information on the front cover of the excerpts of record should be styled exactly as a brief except that the wording "Excerpts of Record" should be substituted for "Brief of Appellant."

In those unusual cases in which the total number of pages in the excerpts exceeds 300 pages, the excerpts shall be filed in multiple volumes, with each volume containing 300 pages or fewer.

From the Main Menu: **Reports** ⇌ **Docket Sheet**.

## **PART I**      **Creating *one* PDF which includes All Documents needed for Excerpt**

**STEP 1**      Click inside the Case number field and begin entering the case number. While entering the case number, the **[Find This Case]** button displays. Click **[Find This Case]** to locate the case, which also re-formats the case number.

The screenshot shows the ECF (Electronic Case Filing) system's "Docket Sheet" search page. At the top is a navigation bar with links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The "Reports" link is highlighted. Below the navigation bar, the "Case number" field contains "07-2". To the right of this field is a button labeled "Find This Case", which is highlighted with a red rectangle. Below the case number field are two radio buttons: "Filed" (selected) and "Entered". To the right of these are two empty text boxes separated by the word "to". Below these are two more empty text boxes separated by the word "to". Under the "Include:" section, there are four checkboxes: "Parties and counsel" (checked), "Terminated parties" (checked), "List of member cases" (unchecked), and "Links to Notices of Electronic Filing" (unchecked). To the right of this is the "Document options:" section with two checkboxes: "Include headers when displaying PDF documents" (unchecked) and "View multiple documents" (unchecked). Below these is the "Format:" section with two radio buttons: "HTML (unpaginated)" (selected) and "PDF (paginated)" (unchecked). At the bottom left, there is a "Sort by" dropdown menu set to "Oldest date first". At the bottom right, there are two buttons: "Run Report" and "Clear".

**STEP 2**      **Selecting the Search Criteria.** After the case number is located, the Docket Sheet Report selection screen re-displays. Prior to running the report, examine the various options as possible search criteria.

**Include.** Select by clicking in the checkmark box by these items

- Parties and counsel
  - Includes the complete caption page
- Terminated parties.
  - Will include parties who are no longer active in the case

**STEP 3 Document options.** Check both PDF headers and View multiple documents.

- PDF headers will print on the document the District Court Case number, the docket number assigned to that document, the document filed date and how many pages were included in that particular document.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Docket Sheet**

Case number: 1:07-cv-2

☐ Filed ☐ Entered

Documents: to

**Include:**

- ☒ Parties and counsel
- ☒ Terminated parties
- ☐ List of member cases
- ☒ Links to Notices of Electronic Filing

**Document options:**

- ☒ Include headers when displaying PDF documents
- ☒ View multiple documents

**Format:**

- ☒ HTML (unpaginated)
- ☐ PDF (paginated)

Sort by: Oldest date first

Run Report Clear

**Format.** In order to view multiple documents in one PDF, you must select HTML.

**Sort By Option** Select to view your documents in chronological order - "Oldest date first."

**Run Report****STEP 4 View multiple documents.** Since you made this selection, you are able to:

- Display multiple documents as one PDF document.
- Download multiple documents in one step.

After the docket report displays, users may check any or all documents to either view or download.

| Date Filed | #                 | <a href="#">clear</a>    | Docket Text  |
|------------|-------------------|--------------------------|--|
| 11/27/2007 | <a href="#">1</a> | <input type="checkbox"/> | COMPLAINT against John Smith ( Filing fee \$ 350 re 0976000000000151566.), filed by Davey Jones. (att                    |
| 11/27/2007 | <a href="#">2</a> | <input type="checkbox"/> | MOTION for Leave to Appear attorney appearing for by 12/21/2007 (Attachments: # <a href="#">1</a> Affidavit of counsel)( |
| 11/27/2007 | <a href="#">3</a> | <input type="checkbox"/> | RESPONSE to Motion re <a href="#">2</a> MOTION for Leave to A Smith. Replies due by 12/14/2007.(attorney, )              |
| 11/27/2007 | <a href="#">4</a> | <input type="checkbox"/> | First MOTION to Compel, MOTION to Dismiss ( Re appearing for Defendant John Smith. (attorney, )                          |

View Selected

or

Download Selected

**View Selected.** By clicking the **[View Selected]** button, ECF will compile all the selected documents into one PDF document. You may then SAVE the single document to your computer or network.

**Download Selected.** By click the [Download Selected] button, ECF will create a zip file with all the documents you have selected in separate pdfs. You may then save the zip file to your computer or network.

## PART II Creating *a paginated* PDF of the Docket Sheet

**STEP 5** Follow steps 1 & 2.

Do not select any options under **Document options**.

Select **PDF [paginated]** option under **Format**

Click **[Run Report]** button. PACER will display the cost of printing the PDF docket sheet.

**ECF** Civil Criminal Query Reports Utilities Search Logout

**Docket Sheet**

Case number: 1:07-cv-109

☐ Filed ☐ Entered

Documents:  to

**Include:**

- ☒ Parties and counsel
- ☒ Terminated parties
- ☐ List of member cases
- ☐ Links to Notices of Electronic Filing

**Document options:**

- ☐ Include headers when displaying PDF documents
- ☐ View multiple documents

**Format:**

- ☐ HTML (unpaginated)
- ☒ PDF (paginated)

Sort by: Oldest date first

**STEP 6** **SAVE** your paginated PDF docket sheet.

**ECF** Civil Criminal Query Reports Utilities Search Logout

U.S. District Court  
District of Idaho (TEST) Version 3.1 (Boise - Southern)  
CIVIL DOCKET FOR CASE #: 1:07-cv-00109-BLW

Jones v. Smith  
Assigned to: Judge B. Lynn Winnill  
Cause: 7:6(b) Federal Commodity Exchange Regulation

Date Filed: 11/27/2007  
Jury Demand: None  
Nature of Suit: 240 Torts to Land  
Jurisdiction: Federal Question

**Plaintiff**  
Davey Jones

represented by attorney  
LEAD ATTORNEY  
ATTORNEY TO BE NOTICED

V.  
**Defendant**  
John Smith

| Date Filed | # | Docket Text   |
|------------|---|---|
| 11/27/2007 | 1 | COMPLAINT against John Smith ( Filing fee \$ 350 receipt number 0976000000000151566 ), filed by Davey Jones.(attorney, )  |
| 11/27/2007 | 2 | MOTION for Leave to Appear attorney appearing for Plaintiff Davey Jones. Responses due by 12/21/2007 (Attachments: # <u>1</u> Affidavit of counsel)(attorney, ) |
| 11/27/2007 | 3 | RESPONSE to Motion re 2 MOTION for Leave to Appear non-objection filed by John Smith. Replies due by 12/14/2007.(attorney, )                                    |
| 11/27/2007 | 4 | First MOTION to Compel, MOTION to Dismiss ( Responses due by 12/21/2007)attorney appearing for Defendant John Smith. (attorney, )                               |

**PART III     Putting It All Together** (the simple version)

1.     Create your Caption Page and convert to PDF.
2.     In Adobe, insert any additional transcripts or exhibits (already in PDF) into the document.
3.     In Adobe, insert the PDF docket sheet at the end of your excerpts.
4.     In Adobe 8, you are able to paginate your complete Excerpt PDF beginning with Page 1 on the first page of the court documents
5.     Create your Index and insert any page numbering you require for this section. This numbering will be separate from the court document pagination. Convert to PDF.
6.     In Adobe, insert your Caption Page & Index.
7.     SAVE completed Excerpt.